



Job Title	Parts/ Supply Specialist	FLSA Status	Non-Exempt
Band	PAR	Probationary Period	12 Months
Zone	1	Job Code	13025

Class Specification – Parts/ Supply Specialist

Summary Statement:

The purpose of this position is to procure, receive, issue, and maintain inventory of parts, materials and tools; research, locate, and order parts for mechanics; and to perform a variety of technical tasks relative to assigned areas of responsibility.

Essential Functions

Note: Regular and predictable attendance is an essential function in the performance of this job.

Time % (All below must add to 100%)

Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.

20%

Receives, stocks, and issues various parts, materials, supplies, tools and equipment; verifies and inspects incoming shipments for appropriate application, quantity and quality; and signs for items as appropriate. Operates appropriate equipment including a forklift, pallet, jack, hand truck, cart, and delivery truck; and unloads shipments.

15%

Obtains price quotes for parts and supplies purchased; orders parts and stocks items from vendors; marks stock items as necessary upon arrival; and expedites orders.

45%

Utilizes the computer to determine parts availability; records material transactions, transfers, corrections, warranty transactions, research, and work order transactions; and retrieves information to assist in locating parts and supplies. Prepares various reports relating to parts issuance, receipts, work orders, and billing information.

20%

Assists technical staff in determining accurate parts applications for assigned projects; places telephone orders for stock and special items; researches parts manuals and technical publications. Conducts a periodic inventory of stock items; and maintains proper stock levels by ordering supplies and parts on a daily basis. Maintains vendor files, logs and records of all transactions.



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Competencies Required:

Human Collaboration Skills: Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.

Reading: Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Math: Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Writing: Basic - Ability to write simple sentences containing subject, verb, and object, and/or series of numbers, names, and addresses. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.

Technical Skills Required:

Skilled in a Technical Field: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.

Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

Education: Equivalent to the completion of the twelfth grade (high school diploma or GED).

Experience: One year of full-time inventory control experience.

Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.

Certifications required in accordance with standards established by departmental policy.

Supervision Exercised:

Position has no responsibility for the direction or supervision of others.

Supervision Received:

Receives General Direction: This job title normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically.



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Fiscal Responsibility:

The job title prepares accounting, budget, employment actions, and purchasing documents; and does research to justify language used in documents for a unit or division of a department. May recommend budget allocations.

Physical Demands:

Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.

Environmental Conditions	Frequency
Primary Work Environment	Warehouse
Extreme Temperature	Seasonally
Wetness and Humidity	Seasonally
Respiratory Hazards	Daily
Noise and Vibrations	Daily
Physical Hazards	Several Times per Month
Mechanical and/or Electrical Hazards	Occasionally
Exposure to Communicable Diseases	Rarely

Machines, Tools, Equipment, and Work Aids: Material handling equipment including forklift, hand cards, pallet jack, equipment dollies. Label makers, printers, calculators, handheld bar code scanners, hand tools such as hammers, screwdrivers, wrenches, sockets and measuring tapes.

Specialized Computer Equipment and Software: Microsoft Office, and specialized inventory and barcoding software.

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

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